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ILLINOIS STATE POLICE
DIVISION OF ADMINISTRATION
BUREAU OF IDENTIFICATION

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CAREER OPPORTUNITIES

260 N. CHICAGO ST
JOLIET, ILLINOIS 60432-4072

http://www.state.il.us/isp/isphpage.htm

George H. Ryan
Governor

Sam W. Nolen
Director
Illinois State Police

Douglas W. Brown
First Deputy Director
Illinois State Police

WHAT IS THE BUREAU OF IDENTIFICATION?

The Illinois State Police, Division of Administration's Bureau of Identification (BOI) is the state repository of all criminal history record information (CHRI) for the state of Illinois as mandated by the Illinois Compiled Statutes. This bureau collects, maintains, and disseminates CHRI to criminal justice agencies for the due administration of law and to noncriminal justice agencies pursuant to the Illinois Compiled Statutes.

CHRI is used for a variety of purposes. Law enforcement officers use CHRI in conducting investigations and in charging suspects. State's attorneys rely on CHRI in deciding how to approach a case, in making bail recommendations, negotiating pleas, and in filing charges that may be upgraded based upon a defendant's prior criminal history. Judges depend on CHRI both in setting bond for defendants and in deciding which defendants should not be released on bond prior to final disposition of a case. They also use CHRI in sentencing convicted offenders and in determining both the type of sentence and its duration. Probation and community correctional personnel use CHRI to determine appropriate levels of supervision and to develop individualized treatment programs for offenders. Correctional managers use the information in determining security classifications, housing and work assignments

for inmates. Noncriminal justice agencies and private employers use CHRI in making licensing and hiring decisions.

The volume of CHRI and CHRI inquiries processed by the BOI has increased significantly over the last decade as a result of changes in state and federal laws. To meet increased demands for service and better serve the criminal justice community, the BOI has incorporated a number of new technologies into it's operations. Consequently, the need for skilled professional level personnel has increased as well. If you are seeking a challenging career in criminal justice, please consider joining one of the premier law enforcement agencies in the country, the Illinois State Police.

Listed below are functions conducted at the Illinois State Police, Bureau of Identification.

ADMINISTRATIVE SUPPORT

Secretarial Services
Clerical Services
Mailroom Operations

TECHNICAL SUPPORT/ PLANNING AND DEVELOPMENT

Conducts AFIS computer Operations
Development and maintenance of the statewide electronic Livescan Fingerprint Network
Operate and maintain the Correctional Institutional Management Information System (CIMIS)
Building and grounds maintenance

SUPPORT SERVICES

Conducts internal as well as external audits
Provides customer services
Provides statewide Help Desk services
Provides on-site training programs
Conducts Human Resource Services
Performs Quality Assurance functions
Provides fiscal and accounting services
Designs and publishes brochures, news articles and web pages
Creates graphic arts
Recruiting
Develops and implements marketing strategies

OPERATIONS

CRIMINAL PROCESSING :

AFIS Input subsystem
Livescan printers
Facsimile Network
Data Entry of criminal records
Receptionist functions
Dissemination of all criminal justice responses
Image Processing

CIVIL PROCESSING UNIT:

Data Entry of all fee related non-criminal justice inquiries
Record keeping of all money relating to fee inquiries
Uniform Conviction Information Act (UCIA) processing
Expungement processing
E-Commerce
Subpoena processing

BENEFITS

Insurance
Health
Life
Dental
Vision
Upward Mobility Program
Retirement Benefits
Disability
Death
Flexible Hours
Vacation Time:
6 months to 5 years - 10 days
6 years to 10 years - 15 days
11 years to 25 years - 20 days
25+ years - 25 days
3 Personal Business Days Per Year
12 sick Days Per Year
13 Paid Holidays

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JOB TITLES

Account Technician I
Administrative Assistant I & II
Building/Grounds Lead I
Building/Grounds Maintenance Worker
Computer Information Consultant I
Computer Information Consultant Trainee
Computer Systems Software Specialist II
Criminal Justice Specialist I & II
Data Processing Specialist
Data Processing Technician
Data Processing Technician Trainee
Executive I & II
Fingerprint Technician
Fingerprint Technician Trainee
Intermittent Clerk, Options 1 & 2
Methods & Procedures Advisor I
Office Administrator III & IV
Office Assistant, Options 1 & 2
Office Clerk, Option 1
Office Coordinator, Options 2 & 4
Programmer Analyst II & III
Public Service Administrator
Senior Public Service Administrator
Statistical Research Specialist III
Stores Clerk
Systems Analyst

Contact the Bureau of Identification Personnel Office 815-740-5187 for information on application procedures.

ISP 2-481 (11/99)